



Bureau for Private Postsecondary Education
P.O. Box 980818, West Sacramento, CA 95798-0818
(888) 370-7589 / www.bppe.ca.gov



NOTICE TO COMPLY – 000243

(Ed. Code § 94935, 5 CCR § 75010)

Institution Name: <u>California Smog Institute</u>	Institution Telephone: <u>(951) 781-0412</u>
Inst. Code: <u>29369729</u>	Administrator Name: <u>Jonathan Summers</u>
Street Address: <u>3001 Chicago Ave, Riverside</u>	Administrator Signature: <u>[Signature]</u>
Inspector: <u>Gary J. Cattalano</u>	Date: <u>8/28/12</u>

VIOLATION(S)

✓	Educ. Code	Description	✓	Code of Regs	Description
	§94802	Continuance of Former Approvals. Subsection(s):		§71705	Mission and Objectives.
✓	§94897	Prohibited Business Practices. Subsection(s): <u>(1)(1), (2)(1), (a)</u>	✓	§71710	Educational Program. Subsection(s): <u>(a), (b), (c)(1), (c)(5), (c)(6), (c)(7)</u>
	§94898	Merging Classes, Converting Method of Delivery, Changing Locations. Subsection(s):		§71715	Instruction. Subsection(s):
	§94899	Approval Required for Programs Leading to Licensed Profession.		§71716	Distance Educational Programs – Specific Provisions for Instruction Not in Real Time. Subsection(s):
✓	§94899.5	Collection of Tuition. Subsection(s): <u>(a-c), (d), (e)</u>		§71717	Satellite Locations. Subsection(s):
	§94900	Required Student Records. Subsection(s):	✓	§71720	Faculty. Subsection(s): <u>(b)(1), (b)(2), (c)(5), (b)(6), (b)(7)</u>
✓	§94900.5	Required Institutional Records. Subsection(s):	✓	§71730	Administration. Subsection(s): <u>(b)(1), (e), (f)</u>
	§94901	Requirements for Recruiters. Subsection(s):		§71735	Facilities and Equipment. Subsection(s):
	§94902	General Enrollment Requirements. Subsection(s):		§71740	Library and Other Learning Resources. Subsection(s):
	§94903	Waiving Provisions Prohibited.		§71750	Withdrawals and Refunds. Subsection(s):
✓	§94904	Ability to Benefit Students.		§71760	Self-Monitoring Procedures.
	§94905	Professions Requiring Licensure, Internships. Subsection(s):	✓	§71770	Admissions Standards and Transferred Credits Policy. Subsection(s): <u>(a), (b)(1)</u>
	§94906	Language of Enrollment Agreement. Subsection(s):		§71800	Enrollment Agreement. Subsection(s):
	§94907	Mandatory Internal Dispute Resolution Prohibited.	✓	§71810	Catalog. Subsection(s): <u>(b)(1), (b)(2), (b)(4), (b)(10), (b)(8), (b)(11), (b)(12), (b)(13), (b)(14), (b)(15), (b)(16), (b)(17), (b)(18), (b)(19), (b)(20), (b)(21), (b)(22), (b)(23), (b)(24), (b)(25), (b)(26), (b)(27), (b)(28), (b)(29), (b)(30), (b)(31), (b)(32), (b)(33), (b)(34), (b)(35), (b)(36), (b)(37), (b)(38), (b)(39), (b)(40), (b)(41), (b)(42), (b)(43), (b)(44), (b)(45), (b)(46), (b)(47), (b)(48), (b)(49), (b)(50), (b)(51), (b)(52), (b)(53), (b)(54), (b)(55), (b)(56), (b)(57), (b)(58), (b)(59), (b)(60), (b)(61), (b)(62), (b)(63), (b)(64), (b)(65), (b)(66), (b)(67), (b)(68), (b)(69), (b)(70), (b)(71), (b)(72), (b)(73), (b)(74), (b)(75), (b)(76), (b)(77), (b)(78), (b)(79), (b)(80), (b)(81), (b)(82), (b)(83), (b)(84), (b)(85), (b)(86), (b)(87), (b)(88), (b)(89), (b)(90), (b)(91), (b)(92), (b)(93), (b)(94), (b)(95), (b)(96), (b)(97), (b)(98), (b)(99), (b)(100)</u>
	§94908	Size of Text in Required Documents.		§71850	Minimum Educational Requirements in Order to Award an Undergraduate Degree. Subsection(s):
✓	§94909	Minimum Requirements for School Catalog. Subsection(s): <u>(a), (1), (5), (6), (a), (b)(1), (b)(2), (b)(3), (b)(4), (b)(5), (b)(6), (b)(7), (b)(8), (b)(9), (b)(10), (b)(11), (b)(12), (b)(13), (b)(14), (b)(15), (b)(16), (b)(17), (b)(18), (b)(19), (b)(20), (b)(21), (b)(22), (b)(23), (b)(24), (b)(25), (b)(26), (b)(27), (b)(28), (b)(29), (b)(30), (b)(31), (b)(32), (b)(33), (b)(34), (b)(35), (b)(36), (b)(37), (b)(38), (b)(39), (b)(40), (b)(41), (b)(42), (b)(43), (b)(44), (b)(45), (b)(46), (b)(47), (b)(48), (b)(49), (b)(50), (b)(51), (b)(52), (b)(53), (b)(54), (b)(55), (b)(56), (b)(57), (b)(58), (b)(59), (b)(60), (b)(61), (b)(62), (b)(63), (b)(64), (b)(65), (b)(66), (b)(67), (b)(68), (b)(69), (b)(70), (b)(71), (b)(72), (b)(73), (b)(74), (b)(75), (b)(76), (b)(77), (b)(78), (b)(79), (b)(80), (b)(81), (b)(82), (b)(83), (b)(84), (b)(85), (b)(86), (b)(87), (b)(88), (b)(89), (b)(90), (b)(91), (b)(92), (b)(93), (b)(94), (b)(95), (b)(96), (b)(97), (b)(98), (b)(99), (b)(100)</u>		§71865	Minimum Educational Requirements in Order to Award a Graduate Degree. Subsection(s):
✓	§94910	Minimum Requirements for School Performance Fact Sheet. Subsection(s):	✓	§71920	Student Records. Subsection(s): <u>(b)(5), (c)</u>
	§94911	Minimum Requirements for enrollment Agreement. Subsection(s):	✓	§71930	Maintenance of Records. Subsection(s): <u>(e)</u>
	§94912	Signature, Initials Required.		§74112	Uniform Data - Annual Report, Perform. Fact Sheet. Subsection(s):
	§94916	Statement On Loans To Students.		§74140	Retention of Advertising.
	§94918	Compliance with Federal Statutes.		§74150	Use of Term "University." Subsection(s):
	§94919	Institutions Participating in Federal Student Financial Aid Programs. Subsection(s):		§74190	Agents for Service of Process; Changes.
	§94920	Mandatory Cancellation, Withdrawal, and Refund Policies. Subsection(s):		§76140	Record-Keeping Requirements. Subsection(s):
	§94922	Waiving Provisions Prohibited.		§76215	Student Tuition Recovery Fund Disclosures. Subsection(s):
	§94929	Reporting of Completion Rate. Subsection(s):	✓	Other Violation	Description
	§94929.5	Reporting of Student Performance Data. Subsection(s):			
	§94929.7	Documentation of Performance Data. Subsection(s):			
	§94943.5	Agent for Service of Process.			

(White) Bureau

(Yellow) Inspector

(Pink) Institution



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NOTICE TO COMPLY – 000243

INSTITUTION NAME:

California Smog Institute

INSPECTOR'S COMMENTS:

- 94897(i)(1) Improper advertising. Cannot use or imply affiliation with any state or govt agency. Remove BAR and all other logos from postcards.
- 94897(i)(1) Institution cannot imply endorsement by state or govt agencies. Remove BAR logo and all other logos from advertising.
- 94909(a)(3)(A) Required catalog statement missing. Include statement in catalog.
- 94909(a) Provision of policy in providing student a copy of catalog. Provide policy statement.
- 94909(a)(8)(A) Policy for transfer credits for ABT students is missing. Please provide statement.
- 94909(a)(8)(C) Policy for probation in catalog is missing. Please include this statement.
- 94909(a)(9) Policy for tuition missing. Please provide policy.

☐ Comments continued on attached _____ page(s).

Inspection Date: 8/28/12

Inspector's Printed Name: Gary J. Catalan

Inspector Initialed: GJC

Institution Administrator Printed Name: Jonathan Scimmeri

Administrator Initialed: JS

IMPORTANT COMPLIANCE NOTICE

California Education Code §94935 and California Code of Regulations §75010 provide that the Bureau for Private Postsecondary Education (Bureau) shall issue a Notice to Comply for minor violations detected during an inspection by the Bureau.

By no later than 30 days from the date of inspection, you must either: (1) Remedy the noncompliance(s) and sign and submit this form to the Bureau, along with documentation describing how compliance was achieved; or (2) File with the Bureau a written notice of disagreement, specifying the minor violations described in the Notice to Comply with which you disagree, and appealing it by requesting an informal office conference. If a written notice of disagreement is not timely filed with the Bureau, the right to appeal is deemed to have been waived.

Failure to timely remedy the noncompliance(s) or file a written request for an informal office conference may result in the Bureau taking administrative enforcement action.

DECLARATION

Attached to this document is a list describing how compliance for each violation was achieved. I declare under penalty of perjury that all violations identified in this Notice to Comply are corrected as described in the attachment.

Signature

Date

Printed Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY September 28, 2012.

(White) Bureau

(Yellow) Inspector

(Pink) Institution

To: Richard Acosta
(916) 431-6939



BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

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ATTACHMENT TO NTC - 000243

Institution Name: <u>California Smog Institute</u>	Institution # <u>29369729</u>
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Comments:

- 94909(a)(15) Transfer credit policy missing, please add to catalog
 71810(a) Catalog update policy missing, please send statement
 71810(b)(1) Beginning & ending dates of instruction. Please include in catalog
 71810(b)(8) Standards of achievement missing, Please include in catalog
 71810(b)(2) Description of student services missing, Please include in catalog
 71810(b)(3)(c) Housing information missing, Please include in catalog
 71810(b)(4) Student grievance policy missing, Please include in catalog
 94897(a) Need copy of graduate certificate, cannot use BAR generated
 94909(b) Provision of student brochure. Please provide
 71770(a) Students shall possess HS diploma or equivalency. Please include in file
 94899.5(a)-(c) Policy addressing tuition collection, please provide.
 94899.5(d) Student charges throughout program w missing, please provide
 94899.5(f) Tuition payment plan missing, please provide
 71710(a) Subjects need for program missing, please provide
 71710(b) Logical sequence for instruction missing, please provide
 71710(c)(f) Lacking syllabi for lesson frequency missing, please provide
 71760(c)(5) Citation for text missing, please provide
 71710(f)(6) Syllabi outline & skill sets missing, please provide.
 71710(c)(7) Syllabi lacks instructional methods, please provide
 71710(e) Program progress, Please provide how you measure student progress
 71710(f) Measurement of learning outcomes missing, please provide.
 71720(b)(2) Policy for instructor professional growth missing, please provide.
 71730(b) Personnel manual missing, please provide
 71730(e) CAO credentials missing, please provide
 71736(f) Instructor degrees, certifications missing, please provide
 94910 No student fact sheet - please provide
 94900.5 Educational records - incomplete, please provide
 71930(c) Personnel files missing
 71720(b)(11) Documents missing in faculty files
 71720(c)(5)(B) Periodic Faculty evaluation missing, please provide
 71770(b)(1) Specific beginning & ending dates missing, please provide
 71810(b)(8) Student achievement standards missing please provide
 71810(b)(10) Policy on library access missing, please provide

Institution Administrator: 	Date: <u>8/28/12</u>	Inspector:
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Comments:

7810 (b)(13)(c) Description of student services missing, please provide
71810 (b)(4) Procedure for student grievance, missing please provide
94908 ABT test documents not provided, please provide
71920 (b)(5)(k) Transfer credit policy missing, please provide
71920 (b)(1) Student progress policy missing, please provide
71920 (b)(12) Student complaint procedure missing, please provide

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